

Overview

This quick reference guide will cover how to view classes, called course sections in Workday, for a given Academic Period (semester).

Process

 After logging into Workday, click the "<u>Academics"</u> application on your home screen (View 1).



2. You will now see your "**Academics**" dashboard, where you can access information about your academic plan, register for courses, view your schedule, and so on (View 2).

3. Click **Find Course Sections** on the right-hand side (View 2).

Registration Requi	rements		My Holds			0	🕞 Common Tasks	
3	2	0	Hold Details	Hold Reason	Description	Resolution Instructions	Find Courses	
Actions To Do	Holds	Actions Completed	٩	New Student Tasks	Complete all inbox tasks	Please click on your Workday	Explore Programs of Study	
 Actions To D 	0				before you can register for courses.	inbox and complete all action items. Please see	More (2)	
eview Documents for						your advisor if you need assistance.	Academic Records	
pplication - College of 9/01/2020 - Active	n Engineering/G	rauudte (M.S.) -	٩	Past Due Balance	This hold was applied because you	Access the Pay My Bill task to pay the past	View My Courses	
Parking Application	on				have charges on your account that	pay the past due amount on your account.	View My Academic Plan	
					are now past due.		View My Academic Progress	
eview Documents for pplication - College of							View My Advising Appointments	
//01/2020 - Active	/G		Academic Pro	gress		0	C Requests	
Academic Honest	ty Policy			Computer	alanaa M.C		Request Advising Appointment	
			0%	Computer Se 0 Satisfied	d		Create Request	
udent Onboarding: Ar Igineering/Graduate (of 8 Requirement	entS		Request My Accommodations	
Review			Cumulative GPA	0.000			More (2)	
Holds			Program of Study GPA	0.000			C Transcripts	

View 2



- 4. On the next screen, the Academic Period that is open for registration will default into the **"Start Date within"** field (View 3).
 - To see future Academic Periods, click on the "X" and type the Academic Period you are looking for into the search field (View 4)

Fillu Cours	e Sections - NCC C	ustom	Tind Cours	e Sections - NCC Cus	ton
Start Date within *	× Fall 2021 (08/30/2021- 12/18/2021)	=	Start Date within *		2
				Search Results O Spring 2021 (01/19/2021- 05/17/2021)	(
				Spring Flex 2021 (01/14/2021- 05/20/2021)	
				Accelerated Spring I 2021 (01/19/2021-03/19/2021)	
				Accelerated Spring II 2021 (03/23/2021-05/17/2021)	
				Mid-Spring 2021 (03/01/2021- 05/17/2021)	

5. Click "OK"

6. The <u>Find Course Sections report</u> allows you to view the classes available for the specified semester (View 5).

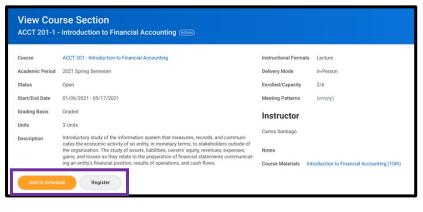
Start Date within 2021 Spring Serr		
Q search		Search
> Saved Searches		
Current Search	94 Results	Expand All
Current Search	ACCT 201-1 - Introduction to Financial Accounting	Expand All
Clear All		Expand All
Clear All	ACCT 201-1 - Introduction to Financial Accounting Section Details (month) ACCT 201-3 - Introduction to Financial Accounting	Expand All
Clear All Subject Math (16) Biology (16)	ACCT 201-1 - Introduction to Financial Accounting	Expand All
	ACCT 201-1 - Introduction to Financial Accounting Section Datals (morph) ACCT 201-3 - Introduction to Financial Accounting Introduction for Financial Accounting Open Carlos Samtago	Expand All

View 5

- 7. To find a specific course section, type the subject in the search field at the top of the report.
- 8. You can also narrow down the results in the report using the filters on the left-hand side of the screen.
- 9. To view more information about a class, including the current enrollment count, click the arrow to the right of the course section name (View 5).
- 10. To view more detailed information, or to register or add the class to your planning schedule, click the link for the <u>course section (View 5)</u>.



11. The "**View Course Section**" page provides detailed information about the course section.



View 6

- 12. At the bottom of the screen there are two buttons. These are explained below:
- Add to Schedule: The Schedule functionality in Workday allows you to add course sections to a semester-specific list for the purposes of planning. You can add course sections to this schedule at any time because you are not actually registering in the class yet. Once you are eligible to register, you can view this schedule and register in the course sections you have selected.
- <u>Register:</u> Note that this button will only appear if you are currently eligible to register in the course section for this semester. This button allows you to register in the course section if you are eligible to register.